**K-12 Leadership Team PLC**

**August 12, 2013**

**Guiding Question:** How do we become a *Professional Learning Community* (DuFour, et al) as we meet the five District goals and implement the 21st Century Model of Education?

**Long-term targets:**

* *Be* a professional learning community by consistently and fully implementing the PLC procedures and structures district wide
* Meet the five District goals
* Implement the MCPS 21st Century Model of Education
* Integrate the Montana Common Core State Standards in English language arts and mathematics throughout the district
* Collaborate with UM and other community stakeholders to implement goals of SHAPE P-20 grant

**Short-term targets for August 12 meeting:**

* Review purposes of K-12 leadership plc team
* Outline district team structure, responsibilities and development
* Identify critical questions for principal consideration
* Clarify that collaborative teams are our basic organizing structure across the district
* Identify and address barriers to teaming
* Develop K-12 leadership plc team norms
* Review first team products and timeline

**Resources Needed:**

* Agenda
* DuFour GROUP vs TEAM video—You Tube
* Handouts

**Roles for July 31 meeting:**

* Mark: Facilitator/Time keeper/Purposes of K-12 leadership team PLC/District collaborative teams, responsibilities and development/Critical Questions for Principal Consideration
* Heather: Note taker/Timeline for team products/Plus Delta
* Karen: Agenda setter/Collaborative teams as our basic structure/Barriers to teaming/Develop leadership team norms/Leadership team meeting schedules and topics timeline

**AGENDA**

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| **TIME** | **ACTIVITY Facilitator** |
| **7:00-7:10** | Review agenda and Reading: Karen  “It is common practice in more traditional district cultures for principals to simply inform faculty and staff of a new initiative or direct them to do it. Our experience has been that the quality of work of ***teacher teams*** is directly tied to the quality of the work of the ***principal team***. In other words, before asking teachers to be contributing members of a collaborative team, district leaders—especially the principals—must learn to function as a successful team that focuses on the right things.  Principals who serve on collaborative teams themselves are able to anticipate questions and issues that might arise when teacher teams are engaged in the work of improving student learning, and are able to ***practice and rehearse,*** as a team, what they will ultimately expect of teacher teams. Most important, the principal teams are expected to share student learning data and to share and learn best practice from each other in exactly the same way teacher teams will be expected to perform. In short, effective districts are dedicated to the notion that the principal team must model the behavior expected of others—and work out the kinks ***before*** embedding the new practice in schools….District leaders who are committed to improving the quality of work of teacher teams start by improving the quality of work expected by districtwide principal teams.”  *Every School, Every Team, Every Classroom*, Eaker and Keating, p. 92 |
| **7:10-7:25** | Purpose of PLC Leadership Team Mark  Collaborative Team Responsibilities and Development. (handout)  Critical Questions for Principal Consideration (handout) |
| **7:25-7:50** | Why should we use collaborative teams as our basic structure? Karen  In a plc a ***collaborative team*** is a group of people working ***interdependently*** to achieve a ***common goal*** for which members are ***mutually accountable.***  Rick DuFour—***Group vs Team***  <http://www.youtube.com/watch?v=0hV65KIItlE>    Protocol: Think/Pair/Share  T-Chart ***Group vs Team***; Identify barriers to teaming; Problem solve possible solutions to barriers  Organizing school staff into meaningful teams and ensuring members have access to one another by addressing the issues of propinquity and time are essential structural issues that principals must address in a PLC. Changing structures, however, is never enough. In order to build and sustain the ***culture of collaboration*** focused on ***learning*** and ***results***, principals must provide leadership and support to ensure their faculties use the team time wisely. ***The School Leaders Guide to Professional Learning Communities at Work***, Richard DuFour and Rebecca DuFour, p. 25    **Propinquity:** the tendency for people to form stronger relationships with people who are in close proximity to them. |
| **7:50-8:30** | Develop K-12 Leadership Team Norms/Collective Commitments    *In plcs norms represent protocols and commitments developed by each team to guide members in working together. Norms help team members clarify expectations regarding how they will work together to achieve their shared goals. When all is said and done, the norms of a group help determine whether it functions as a high-performing team or simply as a loose collection of people. Positive norms will stick only if the group puts them into practice over and over. Being explicit about norms raises the level of effectiveness, maximizes emotional intelligence, produces a positive experience for members, and helps to socialize new members quickly*   * What behaviors make for negative group/team experiences? What collective commitments make for positive and productive group/team experiences? * Why should we create norms/collective commitments? (Protocol: Pick one to share. Whip) * What are two types of norms/collective commitments? (Procedural/Interpersonal) * What makes a good norm/collective commitment? (Stated in the positive; action)     Protocol: ***Developing Team Norms*** |
| **8:30-8:45** | Review Team Products #1 Heather  Leadership team plc month by month |
| **8:45-9:00** | Conclude and review: Heather  Plus/Delta  + What went well?  ^ What might we do differently  Exit Ticket:  Burning question (s) you are walking away with? |
|  | Agenda, meeting notes, handouts are on the wiki  Check-out [*www.allthingsplc.org*](http://www.allthingsplc.org)  Further ideas are pp 132-153 in *Learning by Doing*  *Also spend time with your PLC at Work Institute Notebook(s)*  Next meeting: Tuesday, September 24, 1:00-2:30 p.m.  *Please bring a 3-ring notebook with today’s handouts. You may still have the notebook you received last year. ☺ We ask that you keep an up to date notebook of our plc team information and bring it to each meeting.* |